



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

<b>TITLE:</b> Blueprints of State Owned Buildings		<b>CUTOFF:</b> Transfer of ownership or demolition of building	
<b>DESCRIPTION:</b> Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building and any capital improvements.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b> Agency copy. Original blueprints maintained by Office of Administration per 8.340 RSMo.		<b>DISPOSITION ACTION:</b> Permanent - Transfer to Missouri State Archives	
<b>SERIES:</b> 21567	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	9/8/2010
<b>TITLE:</b> Equipment and Vehicle Ownership Records		<b>CUTOFF:</b> EOSFY in which vehicle or equipment is surplus or destroyed	
<b>DESCRIPTION:</b> Documentation of ownership of state equipment and vehicles. Records include, but are not limited to, information about equipment or vehicles such as title, make, license number, and serial or property number.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b> See series number 21562 for vehicle and equipment use records, and series number 21565 for vehicle and equipment maintenance records.		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24069	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	6/9/2015
<b>TITLE:</b> Equipment and Vehicle Use Records		<b>CUTOFF:</b> EOSFY in which vehicle or equipment is surplus or destroyed	
<b>DESCRIPTION:</b> Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours mileage or clock hours.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 21562	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	9/8/2010



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**TITLE:** Equipment Inventory

**CUTOFF:** WSO

**DESCRIPTION:** Listing of the agency's fixed assets including, but not limited to computers, furniture or specialized equipment.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21563

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Equipment Maintenance and Repair Records

**CUTOFF:** EOSFY in which equipment is surplus or destroyed

**DESCRIPTION:** Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21565

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Equipment Maintenance Contracts

**CUTOFF:** EOSFY in which maintenance agreement expires

**DESCRIPTION:** Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21561

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

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**TITLE:** Excess and Surplus Property Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of excess and surplus property that Surplus Property approves for disposal

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21564

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Lease and Rental Agreements

**CUTOFF:** EOSFY in which lease expires

**DESCRIPTION:** Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21566

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Safety Data Sheets

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Documentation of all chemicals used within an agency at a particular time. Records include, but are not limited to, Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS). Records are maintained pursuant to 29 CFR 1910.1020 and 1910.1200.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** Records provide employees and their designated representatives access to information on chemicals employees may have be exposed to while working.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23144

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018